

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.682
	STATE OF HAWAII	8.683
.		8.684
	Minimum Qualification Specifications	8.686
	for the Classes:	8.687

AIRPORT OPERATIONS CONTROLLER I, II & III
 (AIRPORT OPTNS CONTROLLER I, II & III)
AIRPORT OPERATIONS CONTROL UNIT SUPERVISOR I & II
 (AIRPORT OPTNS CONT UT SUPVR I & II)

Experience Requirements:

Applicants must have had progressively responsible experience of the type and quality described below and in the amounts indicated in the following table:

Class Title	Gen Exp (Yrs)	Spclzd Exp (Yrs)	Supvry Exp (Yrs)	Total Exp (Yrs)
AIRPORT OPTNS CONTROLLER I	2	0	0	2
AIRPORT OPTNS CONTROLLER II	2	1	0	3
AIRPORT OPTNS CONTROLLER III	2	2	*	4
AIRPORT OPTNS CONT UT SUPVR I	2	3	*	5
AIRPORT OPTNS CONT UT SUPVR II	2	3	1	6

General Experience: Work experience which demonstrates the following abilities: (1) meet and deal effectively with people; (2) understand and apply various rules and regulations; (3) prepare reports; and (4) act effectively in emergencies.

Specialized Experience: Work experience in airport ground operations control work which included the assignment and control of aircraft parking positions; direction and control of the movement of aircraft and vehicles on the ramp; inspection of runways; and inspection of airfields and aircraft parking ramps and enforcement of aircraft and vehicular operational rules and regulations.

For the classes Airport Operations Controller III and Airport Operations Control Unit Supervisor I, at least one (1) year of the Specialized Experience required must have been comparable to the class Airport Operations Controller II in the State service.

For the class Airport Operations Control Unit Supervisor II, at least two (2) years of the experience required must have been comparable to the class Airport Operations Controller III in the State service, i.e., independent performance of aircraft ground operations control work and assuming charge of one shift.

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Supervisory Experience: Experience which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing new employees.

(*) For the classes Airport Operations Controller III and Airport Operations Control Unit Supervisor I, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed

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material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class AIRPORT OPERATIONS CONTROL UNIT SUPERVISOR I (AIRPORT OPTNS CONT UT SUPVR I); a change in class code and class title for the class Airport Operations Control Unit Supervisor (8.685) to AIRPORT OPERATIONS CONTROL UNIT SUPERVISOR II (AIRPORT OPTNS CONT UT SUPVR II), 8.687; and an amendment to the specification for the classes AIRPORT OPERATIONS CONTROLLER I, II and III and AIRPORT OPERATIONS CONTROL UNIT SUPERVISOR, which were approved on February 5, 1985.

DATE APPROVED: _____

JAMES H. TAKUSHI
Director of Human Resources Development